

Community Development Advisory Commission Meeting
September 7, 2006

The Community Development Commission met on Thursday, September 7, 2006 in the City Council chambers located at 221 East Main Street, Round Rock, Texas. The meeting was called to order at 6:37 pm. The following commissioners were present for roll call: Rodney Howard, Karen Adair-Murphy, Dina Schaefer, Steve Laukhuf, Lee Moore, Ricardo Guzman and Martha Chavez.

3. Approval of Minutes: July 6, 2006

The chair called for a motion to approve the July 6, 2006 minutes.

Motion: Commissioner Schaefer moved to approve the July 6, 2006 minutes. Motion was seconded by Commissioner Laukhuf.

Vote:	Ayes:	Rodney Howard
		Dina Schaefer
		Karen Adair-Murphy
		Lee Moore
		Martha Chavez
		Rick Guzman
		Steve Laukhuf
	Noes:	None
	Absent:	None
	Abstain:	None

Motion carried unanimously.

4. Election of Officers:

4.A. Consider nominations for Chair.

The Chair opened the floor for nominations. Karen Adair-Murphy nominated Steve Laukhuf. Rodney Howard nominated Dina Schaefer. Being no further nominations, the nominations ceased.

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4.B. Consider election of Chair.

Ryan polled the commission. Steve Laukhuf received four votes and Karen Adair-Murphy received three votes. Steve Laukhuf was elected Chair.

4.C. Consider nominations for Vice Chair.

Steve Laukhuf asked Commissioner Howard to continue with the meeting and said he would assume the duties of Chair at the next regular meeting. Howard then asked for Vice Chair nominations. Martha Chavez nominated Dina Schaefer. Steve Laukhuf nominated Karen Adair Murphy. Being no further nominations, the nominations ceased.

4.D. Consider election of Vice Chair.

Ryan polled the commission. Dina Schaefer received six votes and Karen Adair-Murphy received one vote. Commission Schaefer was elected Vice Chair.

5. Review IDIS Program / Activity Reports

Ryan made the staff presentation, explaining the report given the commission showed all activities that have been funded since the program started in 1998-1999.

Commissioner Laukhuf questioned monies spent on Hurricane Katrina activities in 2002, since the hurricane did not occur in that year. Ryan explained that the funding resource was program year 2002. The actual funding occurred in 2005 when funds were reallocated for the Katrina activities. The resource year on IDIS reports does not change when funds are reallocated.

Ryan addressed commission questions regarding activities: Buck Egger Park, Mesa Park, Greenhill Park, AGAPE, Easter Seals Rehabilitation Program, Fasçade Improvements, Landscape and Site Amenities program, Meals on Wheels Weekend Meal Supplements Program.

There was discussion concerning the disposition of unspent CDBG funds and the process involved to start another application process. Ryan pointed out that a large portion of the unspent funds identified on the report will actually be

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drawn down and expended by the end of September, which is the end of the fiscal year. A more accurate number will be available at the next meeting.

Ryan also addressed questions regarding contract extensions, pointing out that Easter Seals would be a good candidate since it is opening a satellite office locally and will be able provide better access for Round Rock residents to its medical rehab program for children. Part of the problem in not being able to serve Round Rock children has been the logistics involved with the therapy location in Austin.

Commissioner Schaefer added that she would like to see Habitat for Humanity funded if possible from any available resources since their application was denied in the last funding round. There was further discussion about the application process and the possibility of starting earlier for the 2007-08 cycle.

Commissioner Howard said he was surprised that the Meals on Wheels program had not pulled down more money. Schaefer asked if school children could qualify to receive this service during school breaks, such as holidays or spring break. Ryan said she would check into it and get back with an answer. Laukhuf asked if the school district would be eligible to apply for CDBG funds for programs, such as school supplies. Ryan answered yes and mentioned that CDBG funds had been used in the past to purchase school supplies, but the supplies were purchased by and distributed through the Childrens' Support Coalition, not the school district.

Ryan and Schaefer discussed eligibility criteria for the free lunch program as compared to the block grant program eligibility criteria. It is possible that children who qualify for the free lunch program could also qualify for CDBG funded school programs, such as school supplies. Commissioner Laukhuf noted that over 9000 children were eligible for the free lunch program. Ryan advised Luakhuf that any CDBG funded school program would fall under the 15% cap set by HUD for public services.

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Commissioner Moore asked if adults could be included in the Easter Seals rehab program. Ryan explained that the Easter Seals program was designed to serve youth up to the age of 18, but the agency could request to change the scope of work to include adults, but that would require additional approval.

Commissioner Laukhuf suggested that grant recipients make a semi annual report in person to the commission, in addition to the reporting required when submitting invoices for reimbursement. Ryan agreed with the suggestion and said it could easily be implemented, and done quarterly if desired.

After discussions about agency reporting requirements, Commissioner Howard moved to the next agenda item.

6. Consider discussion of Home Repair Program application priorities.

Ryan reviewed the list of applicants for home repairs. Approximately half of the submissions met the Priority 1 category, which means the applicant's income is less than 30% of area median, is elderly, or is disabled.

Ryan explained that if repairs needed exceeded 40% of the current Williamson County Appraisal District (WCAD) appraised value, the application would be declined because CDBG funds cannot be used for new construction, which is what would be needed in that case. The threshold for tearing a house down and reconstructing a new one in its place is 40%. Round Rock does not receive HOME funding, HUD's new housing construction program and new construction cannot be done with CDBG funds.

There was discussion regarding the historical status of some homes on the application list, leveraging funds, developing partnerships, code issues, ADA, and program design. Commissioner Moore pointed out that his agency assists handicapped adults with ADA needs and offered to work with some of the applicants on the list if needed.

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Ryan informed the commission that a consultant has been scheduled to perform property inspections and develop scope of work documents during the first week of October, 2006.

7. Adjournment

Commissioner Howard asked if there were any commissioner comments prior to adjourning.

Commissioner Schaefer congratulated Steve Laukhuf on his election to Chair and wanted to remind parents to contact teachers at the beginning of the new school year if they had any problems.

Commissioner Guzman thanked staff for answering all their questions.

Commissioner Chavez had no comments.

Commissioner Laukhuf thanked staff for its work and said he was excited to work with a group of people who showed so much passion about making a difference in the community. He also congratulated Commissioner Schaefer on her election to Vice Chair and said he looked forward to serving on this commission.

Commissioner Moore extended congratulations to the Chair.

Commissioner Adair-Murphy echoed Commissioner Laukhuf's comments.

Commissioner Howard said it had been a pleasure serving as Chair and thanked Commissioner Chavez for serving as his Vice Chair.

Being no further business discussion, the meeting adjourned at 8:07 pm

Respectfully submitted,

Mona Ryan,

Community Development Coordinator